

HEADQUARTERS
UNITED STATES EUROPEAN COMMAND
UNIT 30400
APO AE 09131

DIRECTIVE
NUMBER 30-30

19 June 2001

CIVILIAN PERSONNEL

Civilian Performance Management and Awards

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1. **Summary**. This directive assigns responsibilities and establishes procedures for administration of performance management and awards programs for civilian employees of USEUCOM. It also provides guidance on recognition of non-employees.
 2. **Applicability**. This USEUCOM Directive (ED) is applicable to HQ USEUCOM, HQ USEUCOM Separate Staff Activities/Agencies, USEUCOM Security Assistance Organizations, the Marshall Center, and other USEUCOM field activities.
 3. **Internal Control Systems**. This ED does not contain internal control provisions and is not subject to the requirements of the internal management control program. For HQ USEUCOM and subordinate joint activities, the applicable internal control directive is ED 50-8, Internal Management Control Program.
 4. **Suggested Improvements**. Proponent for this ED is ECJ1-C. Send recommendations for changes or corrections to HQ USEUCOM, ATTN: ECJ1-C, Unit 30400, APO AE 09131.
 5. **References**.
 - a. Chairman of the Joint Chiefs of Staff (CJCS) Instruction 1101.01C, CJCS Civilian Awards Program, 5 January 2000.
 - b. Army Regulation (AR) 690-400, Chapter 4302, Total Army Performance System (TAPES), 16 November 1998.
 - c. AR 672-20, Incentive Awards, 29 June 1999.
 - d. USAREUR Memorandum, Processing Monetary and Time-Off Awards for US Employees, 27 January 2000
 - e. USAREUR Memorandum, Approval and Processing of Armed Forces Civilian Service Medal for USAREUR Employees, 27 June 2000

This Directive supersedes ED 30-30, 16 June 1999 and Change 1 to ED 30-30, 9 Mar 00.

6. **General Responsibilities.**

a. The Director, Manpower, Personnel and Administration (ECJ1) will exercise overall staff supervision of the civilian performance management and awards programs. By law, USEUCOM employees are Department of Army civilians for administrative purposes. Therefore, the civilian performance management and awards program is designed to ensure compliance with the Total Army Performance Evaluation System (TAPES) as described in reference 5b and the Army Incentive Awards Program as described in reference 5c.

b. The HQ USEUCOM Comptroller (ECCM) will provide directors and major staff office chiefs with an annual incentive awards budget at the beginning of each fiscal year. This will cover monetary and incentive awards for all employees whose salary is paid out of HQ USEUCOM controlled funds.

c. USEUCOM organizations whose civilian payroll is funded from appropriations other than Operations and Maintenance, Army, will establish their own incentive awards budgets.

d. Servicing Civilian Personnel Advisory Centers (CPACs) will provide technical guidance on performance management and awards programs, including training, technical review of performance evaluation and award documentation, and processing of all associated paperwork.

e. Directors and Major Staff Office Chiefs will:

(1) Establish internal control procedures to ensure all TAPES requirements are met in a timely manner, to include processing of awards.

(2) At the start of each calendar year, establish a civilian rating matrix identifying a rater and senior rater for each civilian employee.

(3) Schedule TAPES training or refresher training for supervisors of civilian employees.

(4) Maintain appropriate documentation on civilian awards and appraisals. Appraisal documentation should be maintained for four years, and should be provided to the new supervisor should the employee change jobs.

7. **Performance Management.**

a. **Rating Chain.**

(1) Each employee will have a rater and senior rater assigned at the beginning of the performance period. If the rating matrix changes, the affected employee and supervisory chain must be notified.

(2). If a level of supervision exists between the rater and senior rater, an intermediate rater *may* be included in the rating chain.

(3) If the director or staff office chief is the rater, s/he may also serve as the senior rater.

b. **Rating Period.** Annual appraisals are normally due approximately 45 days after the completion of the rating cycle. Rating cycle periods are established by grade level, as follows:

- (1) GS-01 through GS-05 -- 1 May to 30 April
- (2) GS-06 through GS-08 -- 1 February to 31 January
- (3) GS-09 through GS-12 -- 1 November through 31 October
- (4) GS-13 and above -- 1 July through 30 June

c. **Annual Appraisals.** Annual appraisals normally cover the entire performance rating period, but must cover at least 120 days. Performance plans are effective on the day they are approved by the senior rater. There are situations when an employee may receive an annual performance rating for a period of less than a year. The following are the most common examples, but should not be seen as a comprehensive list.

(1) The employee enters a position after the rating cycle begins.

(a) Employees who have worked under an approved performance plan for at least 120 days are rated at the end of the performance year.

(b) If the individual has not worked under an approved performance plan for at least 120 days, the supervisor will extend the period beyond the normal closeout date to allow the employee to complete the minimum 120 days. In such cases, the subsequent rating period is not extended; it begins on the day after the current cycle ends and terminates at the completion of the next normal cycle for that grade level.

(2) The rater leaves his/her position within 120 days of the end of the employee's annual rating period.

(a) The supervisor should complete the annual appraisal prior to departure.

(b) If the supervisor does not complete the annual appraisal prior to departure, the senior rater completes it. There is no need to extend the rating period to give the employee 120 days under the new supervisor.

(3) The employee vacates his/her position within 120 days of the end of the rating period after serving at least 120 days under approved performance standards. **NOTE:** Military and civilian spouses leaving their positions to accompany sponsors may receive an annual appraisal at *any* time, provided they have worked for 120 days under an approved performance plan.

(4) Special situations involving details, temporary promotions, extended sick leave, and performance-related adverse actions require consultation with the servicing CPAC.

d. **Special Appraisals.** Primary purpose of special appraisals is to provide information to be considered by the rating chain in preparing the annual appraisal. "Specials" are not processed through the civilian personnel system, but are used solely at the local level. Technical requirements for completion remain the same as for an annual. Special appraisals are appropriate when:

(1) An employee is detailed, temporarily promoted, or otherwise assigned away from normal duties for 120 days or more during the normal rating cycle.

(2) A rater leaves his/her position. A special appraisal should be completed for every civilian subordinate who has been under an approved performance plan for 120 days, but who is not within 120 days of the end of the performance cycle.

(3) Employees who leave their positions to accept other Federal employment may request special appraisals. This appraisal may be considered by the new organization when preparing a subsequent annual appraisal.

e. **Failure to Meet Performance Expectations.** Employees who fail to meet expectations or who are judged to "need improvement," must be informed in writing, provided assistance, and given a reasonable opportunity to improve. Assistance may include, but is not limited to, formal training, on-the-job training, counseling, and closer supervision. Employees who fail to improve after being given formal opportunities to do so under an established Performance Improvement Plan (PIP) may be reassigned, reduced in grade, or removed. The servicing CPAC should be contacted as early as possible to assist in developing a suitable course of action.

8. **Incentive Awards Program.** The goal of the Incentive Awards Program is to foster mission accomplishment by recognizing excellence within the civilian workforce, thereby further motivating civilian employees to high levels of performance and service. The Incentive Awards Program will be based upon merit and achievement, and without regard to age, race, sex, color, religion, national origin, marital status, or physical or mental handicap.

a. Awards are based on merit and achievement, not grade, duration of tour, or service length.

b. Awards are not mandatory, but may be initiated by management whenever criteria are met.

c. Both monetary and honorary awards may be granted to civilian employees for the same act or achievement if the criteria for each award are fully met. The same act or achievement cannot form the basis for more than one type of monetary or honorary award.

d. Prohibitions:

(1) No award will be made to an individual who has been actively and substantially involved in unlawful discrimination.

(2) No award will be made to an individual who is under investigation, pending disciplinary action, or was the subject of disciplinary action within the previous 120 days.

9. **Monetary Awards.**

a. **Types of Awards.**

(1) Performance-Based Cash Award. A performance award is a one-time monetary award given in recognition of a high level of performance for a specific time period.

(a) Civilian employees do not have an entitlement to a monetary award based solely on their annual performance rating. Monetary awards should be used as a reward for past performance and as an incentive to stimulate future high-level performance.

(b) Eligibility. Employees with Exceptional (Level 1) and Highly Successful (Level 2) ratings are eligible to receive monetary performance awards. Employees who are rated Fully Successful (Level 3) and who have at least one critical element rated as "Exceeded" may receive a performance award.

(2) Quality Step Increase (QSI). A QSI is an additional within-grade pay increase (WGI) that may be given to General Schedule (GS) employees with Exceptional ratings for the current rating period.

(a) Prohibitions. An employee may not receive more than one QSI in any 52-week period. An employee also may not receive a QSI if he or she has received another performance award based wholly or in part on the performance used to support the QSI.

(b) A QSI does not change the effective date of the employee's normal WGI, except when receipt of a QSI places the employee in the fourth or seventh step of a grade. The waiting period for the regular QSI is then extended by 52 weeks.

(3) Special Act or Service Award. This is a cash award given to recognize a meritorious personal effort, service or other achievement accomplished within or outside of assigned job responsibilities. The amount of the award is determined using the cash award criteria for tangible or intangible benefits in Table 7-1 or 7-2 of reference 5b.

(4) On-the-Spot Cash Awards. A supervisor may give a one-time monetary award ranging from \$25 to \$500 for day-to-day accomplishments of subordinate employees.

(5) Time-Off Award (TOA). Employees may be granted up to 80 hours of time off during a leave year without charge to leave or loss of pay as an award for achievements or performance. The TOA may be used alone or in combination with other awards.

(a) The TOA may be granted in amounts up to 40 hours for a single contribution. It may not be made in increments of less than one (1) hour.

(b) The time must be scheduled and used within one year of the approval date.

(c) The TOA does not convert to a cash payment under any circumstances.

b. Funding.

(1) Operations and Maintenance, Army appropriated fund civilian payroll:

(a) For every organization for which the civilian payroll is funded by the Operations and Maintenance, Army appropriation, ECCM will establish an annual incentive awards target at the beginning of each fiscal year. Targets are based on funds availability. The civilian incentive awards targets will be based on a percentage of the annual base pay for authorized civilian positions in the directorate or major staff office.

(b) All performance awards, one-time cash awards (Special Act and On-the-Spot), and Quality Step Increases (QSIs) will be managed within the target. (Cost of QSIs is pro-rated over time remaining in the fiscal year.) Time-Off Awards are *not* deducted from the awards budget.

(c) ECCM will monitor funds obligations against targets, and will provide organizations with periodic status reports during the fiscal year.

(2) USEUCOM organizations with other funding sources will set up comparable budget monitoring processes.

c. Approval Levels.

(1) Supervisory Authority.

(a) All On-the-Spot cash awards may be approved by first line supervisors.

(b) First line supervisors may approve up to eight (8) hours for Time-Off Awards.

(2) Authority of Directors and Major Staff Office Chiefs.

(a) Employees may be approved for Special Act or Service Awards up to \$1,500.00.

(b) Employees may be approved for Time-Off Awards up to the maximum of 40 hours per single contribution.

(c) Cash awards in connection with performance appraisals may be approved up to the following levels:

(1) Employees given an overall rating of Exceptional (Level 1) may be given a maximum annual award of 4 percent of annual base pay.

(2) Employees given an overall rating of Highly Successful (Level 2) may be given a maximum annual award of 3 percent of annual base pay.

(3) Employees given an overall rating of Fully Successful (Level 3) may be given a maximum annual award of 2 percent of annual base pay.

(3) Command Level Authority

(a) Chief of Staff approves Special Act or Service Awards up to the \$25,000 limit.

(b) Awards in connection with performance appraisals:

(1) Chief of Staff may approve awards of up to 10 percent of annual base pay for employees having an overall annual rating of Exceptional.

(2) In extremely unusual cases, where performance substantially exceeds the requirements of the Exceptional level, the DCINC may approve awards of up to 20 percent of annual base pay. Performance meeting this level must be documented *in detail*.

d. **Processing Requirements.** All monetary awards and TOAs must be processed using an automated Standard Form (SF) 52, Request for Personnel Action. Documents must be completed in accordance with the information and samples contained in reference 5d.

10. **Honorary Awards.**

a. **Army Awards.** As Army civilians, USEUCOM employees are authorized to receive Army honorary awards. (NOTE: USEUCOM officials may also nominate Army employees working for other organizations for these awards. Civilian employees of other Federal agencies are not eligible for these awards, but MAY be eligible for Army public service awards.)

(1) Award Options. The following awards are listed from highest to lowest.

(a) Decoration for Exceptional Civilian Service. Granted by the Secretary of the Army to civilians who have established a demonstrable pattern of excellence and achievement. Pattern of excellence has normally been recognized by the receipt of honorary awards up to and including the Meritorious Civilian Service Award.

(b) Meritorious Civilian Service Award. Awarded for services or achievements that indicate a pattern of excellence, normally demonstrated by the receipt of lower level honorary awards. Award must be approved at the Chief of Staff level or higher.

(c) Superior Civilian Service Award. Awarded to civilian employees for superior achievement or bravery, who have established a pattern of excellence, normally evidenced by the prior receipt of one or more honorary or monetary performance awards. Commanders and USEUCOM Directors at the O-8 level or above, or civilian equivalent, may approve the award.

(d) Commander's Award for Civilian Service. Awarded to employees who have established a pattern of excellence, normally demonstrated by prior receipt of one or more honorary or monetary performance awards. Commanders, USEUCOM Directors, Deputy Directors, Staff Office Chiefs and Division Chiefs at O-6 level or above, or civilian equivalent, may approve this award.

(e) Achievement Medal for Civilian Service. Awarded for noteworthy achievements that are of a lesser degree than those recognized by the Commander's Award. Any commander, USEUCOM Directors, Deputy Directors, Staff Office Chiefs and Division Chiefs at the O-5 level or above, or civilian equivalent, may approve this award.

(f) Certificate of Appreciation for Patriotic Civilian Service. Awarded to individuals or groups for service not related to their official position. Recognizes off-duty activities of a patriotic or public nature. Any commander, USEUCOM Directors, Deputy Directors, Staff Office Chiefs and Division Chiefs at the O-5 level or above, or civilian equivalent, may approve this award.

(g) Certificate of Achievement. This may be awarded by any commander, USEUCOM Directors, Deputy Directors, Staff Office Chiefs and Division Chiefs to recognize commendable performance or initiative in the performance of duties.

(h) Certificate of Appreciation. This may be awarded by any commander, USEUCOM Directors, Deputy Directors, Staff Office Chiefs and Division Chiefs to recognize accomplishments for which a higher level award is not appropriate.

(2) Processing Requirements.

(a) All awards must include a DA-1256 and a narrative justification on plain bond paper. There are no specific length or formatting requirements for the narrative justification, but it should fully reflect the accomplishments supporting the award nomination.

(b) For awards approved by directors and major staff office chiefs, organizations may establish their own internal routing and approval procedures.

(c) Awards requiring Chief of Staff or higher level approval must be routed through ECJ1-C for technical review. Packages should also contain the completed award certificate for the approving official's signature.

(d) A copy of the approved award must be forwarded to the servicing CPAC for inclusion in the employee's Official Personnel Folder.

b. Chairman of the Joint Chiefs of Staff (CJCS) Awards. Less frequently, employees may perform service meriting recognition with CJCS awards.

(1) Awards Approved by the CJCS.

(a) Options.

(1) CJCS Joint Distinguished Civilian Service Award. This is the highest joint award a civilian may receive. Any Federal Government civilian employee may be nominated for service far exceeding the contributions and service of others with comparable responsibilities. Contributions must be of a significantly broad scope.

(2) CJCS Meritorious Civilian Service Award. This is the second-highest ranking joint award for civilians. Award may be given to any Federal Government civilian employee who has provided exceptionally meritorious service of major significance to DOD, but of less scope or impact than is required for the next higher level.

(b) Processing Requirements.

(1) The following documents must be prepared in accordance with reference 5a:

(a) Cover memo for DCINC signature, transmitting package to CJCS through the Director, J-1.

(b) Narrative justification providing concrete examples of nominee's accomplishments and the benefits derived from those accomplishments.

(c) Citation for the award certificate.

(2) Package must be routed through ECJ1-C for technical review.

(3) After approval by DCINC, ECJ1-C will transmit to the Joint Staff for action.

(4) If approved, a copy of the certificate and approval notification should be forwarded to the CPAC for inclusion in the employee's Official Personnel Folder.

(2) Joint Civilian Service Commendation Award.

(a) This award is approved within USEUCOM at the Chief of Staff level or higher. It may be given to any Federal civilian employee who has provided commendable service and/or an achievement of major significance to DOD, but of less scope or impact than is required for the next higher award.

(b) Processing Requirements.

(1) Package must contain the following items. Reference 5a provides recommended format.

(a) Cover memo signed by the recommending official, who will normally be the director or major staff office chief.

(b) Narrative justification providing specific evidence of nominee's merit.

(c) Completed certificate, with signature block of approving official.

(2) Package must be routed through ECJ1-C for technical review.

(3) If approved, a copy of the signed certificate should be forwarded to the CPAC for inclusion in the employee's Official Personnel Folder.

(3) Joint Civilian Service Achievement Award.

(a) This award is approved within USEUCOM at the director or major staff office level. It may be given to any Federal civilian employee who has provided commendable service and/or an achievement of major significance to DOD, but of less scope or impact than is required for the next higher award.

(b) Processing Requirements.

(1) Package must contain following items:

(a) Narrative justification providing specific evidence of nominee's merit.

(b) Completed certificate, signed by approving official.

(2) If approved, a copy of the signed certificate should be forwarded to the CPAC for inclusion in the employee's Official Personnel Folder.

c. **Armed Forces Civilian Service Medal (AFSCM)** This is a "theater award," recognizing contributions and accomplishments of DoD civilians who directly support military forces engaged in humanitarian or peacekeeping operations.

(1) Eligibility. Individuals must have provided *direct support* to military operations in a designated operation, i.e., must have been in the theater of operations. They must have participated for either a minimum of 30 consecutive days, or, if the operation was less than 30 days, for the full duration of the operation. Alternatively, employees may be eligible if they provided 60 non-consecutive days of support, provided it involved entering the area(s) of eligibility. (NOTE: Generally, when the Armed Forces Service Medal has been approved for military members, the AFSCM may be awarded for the same operation.) Individuals receive the AFSCM only once.

(2) Approval. May be approved by any supervisor at the O-6 level or higher, or by a civilian equivalent.

(3) Processing Requirements.

(a) A DA-1256 will be used to document approval of the award. It must include information on the inclusive dates and qualifying service. In order to demonstrate the

service requirement has been met, the package must also include either a copy of official orders or a statement from the authorizing commander.

(b) Upon approval, a copy of the DA-1256 must be sent to the servicing CPAC for inclusion in the employee's personnel records.

11. **Public Service Awards.** Both Army and CJCS provide for recognition of non-employees who have made significant contributions to the USEUCOM mission.

a. **Army Awards.**

(1) Eligibility. Awards may be given to civilians who are not employed by the Army or by USEUCOM/Army contractors. This includes other Federal employees, volunteers, and host nation citizens. (NOTE: High level awards (those which include medals) for host nation citizens typically require extensive and time-consuming clearance and review procedures.)

(2) Award Options.

(a) Decoration for Distinguished Civilian Service. Approved by the Secretary of the Army, this award recognizes individuals who provide distinguished service that makes a substantial contribution to the accomplishment of the Army mission.

(b) Outstanding Civilian Service Award. This award is approved by the Chief of Staff, and recognizes outstanding service that makes a substantial contribution to, or is of major significance for, the USEUCOM mission.

(c) Commander's Award for Public Service. Any commander, USEUCOM Directors, Deputy Directors or Staff Office Chiefs at the O-6 level or above, or civilian equivalent may approve this award. It recognizes achievements contributing significantly to the mission of a major USEUCOM or Army activity.

(d) Certificate of Appreciation for Patriotic Civilian Service. Commanders, USEUCOM Directors, Deputy Directors, Staff Office Chiefs and Division Chiefs at the O-5 level or higher, or civilian equivalents, may approve award. It recognizes service contributing to the mission of a USEUCOM or Army activity, or to the welfare of USEUCOM or Army personnel.

(e) Civilian Award for Humanitarian Service. Award is approved at DCINC level or higher. It recognizes performance of significant humanitarian actions, deeds, or achievements.

(f) Certificate of Appreciation. Any commander, USEUCOM Directors, Deputy Directors, Staff Office Chiefs and Division Chiefs, military or civilian, may grant this award for contributions not meriting higher level recognition.

(3) Processing Requirements.

(a) All awards must include a DA-1256 and a narrative justification on plain bond paper. There are no specific length or formatting requirements for the narrative justification, but it should fully reflect the accomplishments supporting the award nomination.

(b) For awards approved by directors and major staff office chiefs, organizations may establish their own internal routing and approval procedures.

(c) Awards for Chief of Staff or higher-level approval must be routed through ECJ1-C for technical review. Packages should also contain the completed award certificate for the approving official's signature.

(d) A copy of the DA-1256, narrative justification and signed certificate should be forwarded to the servicing CPAC for inclusion in the employee's personnel folder.

b. **CJCS Awards.** On rare occasions, it may be appropriate to recognize an individual, group, or organization at the CJCS level.

(1) Eligibility. Nominees must not derive their principal livelihood from U.S. Government employment. Contractors, volunteers, and host nation citizens are eligible.

(2) Award Options.

(a) CJCS Award for Distinguished Public Service. Nominees must have performed exceptionally meritorious service of significance to DoD, the Joint Staff or the Combatant Commands. This service must have been rendered at considerable personal sacrifice, and have been motivated by patriotism, good citizenship and a sense of public responsibility.

(b) CJCS Award for Outstanding Public Service. Nominees must have performed exceptionally meritorious service of significance to DoD, the Joint Staff or the Combatant Commands, but of a lesser scope and impact than that required for the higher level award. This service must have been rendered at considerable personal sacrifice, and have been motivated by patriotism, good citizenship and a sense of public responsibility.

(3) Processing Requirements.

(a) The following documents must be prepared in accordance with reference 5a:

(1) Cover memo for DCINC signature, transmitting package to CJCS through J-1.

(2) Narrative justification providing concrete examples of nominee's accomplishments and the benefits derived from those accomplishments.

(3) Citation for the award certificate.

(b) Package must be routed through ECJ1-C for technical review.

(c) ECJ1-C will transmit to Joint Staff for action, after approval by DCINC.

c. **USEUCOM Certificate of Appreciation.** USEUCOM Form 30-15b may be used in any circumstance when another form of recognition is either not appropriate or not desirable. The certificate may be given to contractors, Federal employees, volunteers, host nation citizens, and/or any other individual, group or organization having performed a service for USEUCOM. Any individual whom the presenting organization deems appropriate may sign the certificate. Organizations may establish internal documentation requirements but are not required to do so. When given to civilian employees, a copy does not go in the official record.

FOR THE COMMANDER IN CHIEF

OFFICIAL

DANIEL J. PETROSKY
Lieutenant General, USA
Chief of Staff

DAVID R. ELLIS
LTC, USA
Adjutant General

APPENDICES
A - Award Matrices

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APPENDIX A
Award Matrices

Table A-1 Monetary Awards

AWARD TYPE	DESCRIPTION	TIME FRAME	AMOUNT	APPROVAL	FUNDING
Performance Award	Recognize accomplishment for specific rating period	In conjunction with appraisal	Max 4% Max 10%	Directors/Staff Office Chiefs Chief of Staff	Deduct from awards budget
Quality Step Increase	Recognize exceptional performance	30 days following appraisal signature	Next salary step	Directors/Staff Office Chiefs	Pro-rated deduction from awards budget
Special Act/Service	Recognize personal effort/act/service/achievement	When derived benefits justify	Max \$1500 Max \$25,000	Directors/Staff Office Chiefs Chief of Staff	Deduct from awards budget
On-the-Spot Award	Recognize mission contributions	Following accomplishment	\$25 - \$500	First-line supervisors	Deduct from awards budget
Time-Off Award	Recognize mission contributions	Following accomplishment	Max 40 hrs/yr Max 80 hrs/yr	First-line supervisors Directors/Staff Office Chiefs	No deduction from awards budget

Table A-2 CJCS/DoD Honorary Awards

AWARD TYPE	DESCRIPTION	ELIGIBILITY	TIME FRAME	APPROVAL
CJCS Joint Distinguished Civilian Service Award	Service far exceeding contributions & service of others in comparable positions. Broad scope.	Any Federal Employee	Following accomplishment	CJCS
CJCS Joint Meritorious Civilian Service Award	Service far exceeding contributions & service of others in comparable positions. Broad scope but less than above.	Any Federal Employee	Following accomplishment	CJCS
Joint Civilian Service Commendation Award	Commendable service or achievement of major significance to DoD.	Any Federal Employee	Following accomplishment	Chief of Staff
Joint Civilian Service Achievement Award	Commendable service or achievement of major significance to DoD, but less than above.	Any Federal Employee	Following accomplishment	Any Commander O-6 and above, or civ equivalent
Armed Forces Civilian Service Medal	"In theater" support of humanitarian or peacekeeping operations	Any Civilian Employee	Following accomplishment	Any cdr, Commander O-6 and above, or civ equivalent O-6 or higher

Table A-3 Army Honorary Awards

AWARD TYPE	DESCRIPTION	ELIGIBILITY	TIME FRAME	APPROVAL
Army Decoration for Exceptional Civilian Service	Demonstrated by pattern of excellence, incl previous lower awards	U.S. & Local National Army Employees	Within 6 months of accomplishment	Secretary of Army
Army Meritorious Civilian Service Award	Highly significant contributions to mission accomplishment	U.S. & Local National Army Employees	Within 6 months of accomplishment	USEUCOM Chief of Staff
Army Superior Civilian Service Award	Demonstrated superior service or achievement & competence	U.S. & Local National Army Employees	Within 6 months of accomplishment	USEUCOM Chief of Staff or any cdr, MGEN and above
Army Commander's Award	Significant contributions to mission accomplishment	U.S. & Local National Army Employees	Following accomplishment	Commander O-6 and above, or civ equivalent
Army Achievement Medal	Noteworthy achievements less than CDR's award	U.S. & Local National Army Employees	Following accomplishment	Commander O-5 and above, or civ equivalent
Certificate of Appreciation for Patriotic Civilian Service	Off-duty public service accomplishments	U.S. & Local National Army Employees	Following accomplishment	Commander O-5 and above, or civ equivalent
Army Certificate of Achievement	Recognize skill, initiative, improvement, or special project	U.S. & Local National Army Employees	Following accomplishment	Any military or civilian commander
Army Certificate of Appreciation	Recognize accomplishment	U.S. & Local National Army Employees	Following accomplishment	Any military or civilian commander

Table A-5 CJCS Public Service Awards

AWARD TYPE	DESCRIPTION	ELIGIBILITY	TIME FRAME	APPROVAL
Distinguished Public Service	Exceptionally meritorious service to USEUCOM	Individual, group, organization not deriving primary income from Federal Government employment	Following accomplishment	CJCS
Outstanding Public Service	Exceptionally meritorious service to USEUCOM, but of lesser significance than above	Individual, group, organization not deriving primary income from Federal Government employment	Following accomplishment	CJCS

Table A-4 Army Public Service Awards

AWARD TYPE	DESCRIPTION	ELIGIBILITY	TIME FRAME	APPROVAL
Decoration for Distinguished Civilian Service	Substantial contributions to Army mission	Volunteers, non-Army civilians, host nation citizens	Following accomplishment	Secretary of Army
Outstanding Civilian Service Award	Substantial contributions to USEUCOM or USAREUR mission	Volunteers, non-Army civilians, host nation citizens	Following accomplishment	Chief of Staff; any cdr at MGEN level or higher
Commander's Award for Public Service	Significant contributions to major USEUCOM activity	Volunteers, non-Army civilians, host nation citizens	Following accomplishment	Commander O-6 or higher or civilian equivalent
Certificate of Appreciation for Patriotic Civilian Service	Contributions to major USEUCOM activity, or welfare of personnel	Volunteers, non-Army civilians, host nation citizens	Following accomplishment	Commander O-5 or higher or civilian equivalent
Civilian Award for Humanitarian Service	Significant humanitarian acts, deeds or achievements.	Volunteers, non-Army civilians, host nation citizens	Following accomplishment	Chief of Staff or higher
Certificate of Appreciation for Patriotic Civilian Service	Recognition for actions not meriting a higher level award	Volunteers, non-Army civilians, host nation citizens	Following accomplishment	Any commander, or civilian equivalent